

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">27-32-01</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">4</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p>
<p>Authority/References</p> <p>KRS 196.035, 197.020 P&P ACA Standards 3-3018, 3-3118, 3-3119, 3-3120, 3-3121, 3-3122, 3-3123, 3-3124, 3-3217</p>	<p>Subject</p> <p style="text-align: center;">STUDENT INTERN PROGRAM</p>	

I. DEFINITIONS

As used in this document, the following definitions shall apply:

“Student intern” means a person enrolled in an accredited college or university in a field of study related to Corrections, who is eligible according to Corrections District Supervisors and the college or university faculty for an uncompensated field placement.

II. POLICY and PROCEDURE

A. It is the policy of Corrections to cooperate and consult with accredited colleges and universities (3-3120) in areas of mutual concern and to utilize volunteer student interns to increase their knowledge of corrections and assist Probation and Parole office staff (3-3018). The Department of Corrections may provide uncompensated student internship programs in district and field offices to assist with recruitment of qualified applicants for Probation and Parole officer (officer) positions. Students from accredited colleges and universities who are pursuing degrees in fields relative to community supervision shall be considered for service as student interns (3-3120) when interns positions are available. Student interns shall be volunteers who will be utilized to promote their education in the Criminal Justice field and to aid Probation and Parole officers in the performance of their duties. Student interns will not be treated as employees for any purpose, including but not limited to workers compensation and unemployment insurance. Service as a student intern shall not be construed as an offer of future employment.

B. Application Process (3-3118)

1. The District Supervisor or designee shall serve as coordinator of the district's student intern program and seek direction from the Deputy Commissioner of Community Services or his designee as to the most beneficial use of a student intern.

Policy Number	Effective Date	Page
27-32-01	May 26, 2005	2

2. The appropriate faculty of the referring college or university shall make requests for student internships. The referring college or university shall be responsible for confirming that the prospective student intern has secured appropriate insurance coverage and has submitted all paperwork required by the college or university. Student interns participate in this program by their own volition and thereby assume the risks involved in working in Corrections. The Division of Probation and Parole and its employees are responsible for exercising ordinary and reasonable care to avoid anyone becoming involved in a harmful situation (3-3124).
3. The District Supervisor or designee will screen applicants and submit recommendations and a request for approval to the Deputy Commissioner of Community Services and Facilities through the Branch Manager (if applicable), and Assistant Director of the Division of Probation and Parole.
4. In the case of multiple applications for student intern positions, preference shall be given to graduating seniors.
6. Upon approval by the Deputy Commissioner, the District Supervisor or designee shall advise the applicant in writing of his acceptance into the Student Internship Program. Prior to the start of the semester, the student intern shall meet with the District Supervisor or designee for orientation. During orientation, the student intern shall read and sign the following documents (3-3122, 3-3124):
 - a. Program Guidelines
 - b. Responsibilities
 - c. Waivers
 - d. Security and Confidentiality Agreement (3-3123)
 - e. Agreement to comply with all agency policy and procedure (3-3123)
7. During the orientation session, the student intern and District Supervisor or designee shall formulate a work schedule. The number of hours to be worked each week by the student intern will be dependent on the number of credit hours they are to receive from their respective college or university. The orientation shall be documented (3-3122).
8. The student intern shall report directly to the District Supervisor or designee (3-3119).

Policy Number	Effective Date	Page
27-32-01	May 26, 2005	3

9. The student internship can be discontinued at any time at the discretion of Corrections or the intern (3-3118) or upon successful completion of the intern's required credit hours.

C. Student Intern Assignments (3-3118)

1. During the orientation, the District Supervisor or designee will advise the student intern of their assignment. Student interns will be exposed to the different functions of the Division of Probation and Parole, and at a minimum shall participate in the following:
 - a. Observe presentence interviews and assist in the preparation and collection of information involved in a presentence report (3-3217)
 - b. Become familiar with the creation and organization of the case file
 - c. Observe Court proceedings (sentencing, revocation) and Preliminary Parole Violation Hearings
 - d. Review case files and assist officers with file maintenance including, but not limited to, risk scale assessments, record checks, and the preparation and filing of progress and violation reports.
 - e. Observe office activities such as report day, community resource referrals, and drug urinalysis testing
 - f. Accompany officers on routine home visits, curfew checks, and field investigations (parole plans / transfer requests)
 - g. Where applicable, student interns will observe the operations of halfway houses and community centers
 - h. Student interns may be assigned to other projects as needed and may perform professional services only when certified or licensed to do so (3-3121).
2. Student interns shall not:
 - a. Participate in any office or field arrest
 - b. Author any document
 - c. Conduct any drug urinalysis

Policy Number	Effective Date	Page
27-32-01	May 26, 2005	4

- d. Have any authority over an offender or decision regarding an offenders case (3-3118)

D. Student Intern Goals and Objectives

At the conclusion of the semester, student interns:

1. Shall be able to define and explain the differences between probation and parole
2. Shall understand and be able to explain the various aspects of community supervision
3. Shall be able to explain the different levels of community supervision and their requirements
4. Shall become aware of the roles of the Commonwealth Attorney, Public Defender, and District and Circuit Courts
5. Shall become familiar with community resources used in supervision and the referral process
6. Shall submit a report to the Deputy Commissioner through the District Supervisor or designee which describes the experience and its positive, or negative, aspects
7. The District Supervisor or designee shall be responsible for reporting the progress, difficulties, and accomplishments of the student intern to the referring college or university